

Third Party Contractor Adherence

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Third Party Contractor Adherence

Overview

HFCRD uses third party contractors to provide a wide variety of services to the Division. When contractor workers come onto a Division site while providing services their work practices impact not only their own safety, but the safety of Division employees, students, volunteers and visitors. The Division must ensure, where reasonably practicable, that contractors and their workers are compliant with Occupational Health and Safety legislation, as well as, meeting Division safety expectations. Similar concerns arise when Division employees and/or workers are involved in off-campus activities requiring the use of contracted services.

Services provided by third party contractors fall into one of the following categories:

- Major Projects (Significant Risk and/or Investment)
 - e.g. - New building construction
 - large renovations
 - hazmat abatement
- Facility Service Contractors
 - e.g. - plumbing projects
 - window repair
 - repairs to existing facilities and equipment
- Program Support Contractors/Service Providers – High Risk and/or Long Term
 - e.g. - artists in residence
 - field trips
 - food services
 - performances
 - professional development presentations
- Program Support Contractors/Service Providers – Low Risk and/or Short Term (Generally 1 day or less with no major risks associated with activity)
 - e.g. - speakers
 - school photographers (e.g. Jostens)
 - computer software set up
 - career day presenters

The complexity, risk and scope of the services provided also varies greatly, including contractual requirements.

The Division has established processes to ensure that third party contractors meet the requirements of Occupational Health and Safety legislation, as well as, the Division's own safety standards.

Legislative Requirements

Every employer that hires third party contractors to provide service has the responsibility to ensure those contractors comply with Occupational Health and Safety legislation. This helps to protect, not only the contractor's workers, but also the employer's staff that may be in or near the work area.

The employer must establish procedures to ensure the third party contractors are contractually obligated and are apprised of the employer's expectations. The employer is also required to monitor for compliance.

There are situations where a third party contractor is designated a Prime Contractor. This occurs when the third party contractor is in complete control of the site involved or a portion thereof (e.g. building of a new school, mechanical repairs). Under these circumstances the Prime Contractor is responsible for the coordination of health and safety activities for anyone working at the site or impacted by work at the site. The Prime Contractor must:

- Establish a system or process that ensures compliance with Occupational Health and Safety legislation at the work site.
- If more than one Prime Contractor is present on the property, either one contractor takes Prime Contractor status and assumes responsibility for all contractors and individuals on the worksite; or each contractor must retain Prime Contractor status for their worksite within the larger property worksite. Should there be more than one Prime Contractor, each contractor must ensure their worksite is defined by an effective physical barrier. For further clarification on work areas and worksites see OH&S Code Explanation Guide (Part 1-18, Part 1-19)

Guidelines for Meeting Legislative Requirements

The complexity, risk and scope of services provided by third party contractors varies greatly. As a result, the Division's requirement for compliance with Occupational Health and Safety legislation will also vary. All major construction, operations and maintenance contracts will require full compliance with legislation, as well as, the Division's own safety expectations. For facility service contractors, compliance will be determined by the nature of the project or scope of projects involved. Division construction, operations and maintenance contracts shall meet current OH&S Act, regulation and code and Division requirements.

The use of contractors for support of school programs is most often arranged at an individual school level. Such things as guest speakers, performances, guest or contracted coaches, etc. are short term, or one time, contractors. However, there is always a general requirement to ensure that everything reasonable is done to protect the safety of employees, students, volunteers and the contractor themselves. Higher risk activities should not be undertaken without specific Division approval (see Risk Management Manual for Excluded Activities List). Program Support Contractors/Service Providers may not always include written contracts, however; legal obligations still apply.

Within the Program Support Contractors/Service Providers of third party contractors there is some variance in the required level of Occupational Health and Safety compliance. Activities such as taking school pictures, installation of creative playgrounds and naturalization projects are often contracted by the local school and fall into the category of program support contractors/service providers, as addressed in the previous paragraph. However, activities such as food service/catering, moving, delivery and/or repair are not often

Division contracts and the level of compliance required will be determine by the frequency and risk level of the activity involved.

Where personal safety and/or property damage may occur, activities should be avoided. All activities, whether they are curricular, co-curricular or extracurricular, must be evaluated for safety concerns as a normal part of operations. If going forward with an activity a Hazard Assessment for activity must be completed (see Hazard Assessment and Control section).

Outlined on the following page are the requirements that each category of third party contractor must adhere to.

<p align="center">Major Projects (Significant Risk and/or Investment)</p>	<p align="center">Facility Service Contractors</p>	<p align="center">Program Support Contractors – A: Higher Risk and/or Long Term</p>	<p align="center">Program Support Contractors – B: Lower risk and/or Short Term</p>
<p>E.g. building of new schools, Haz-Mat Abatement, large renovations</p>	<p>E.g. plumbing projects, window repair</p>	<p>E.g. artists in residence, field trips, performances</p>	<p>E.g. speakers, taking of school photographs</p>
<p>Requirements Prior to Receiving Contract:</p> <ul style="list-style-type: none"> -WCB coverage -min. \$2,000,000 in liability insurance -proof of company (registered in AB) -GST # -Business License -COR <p>Project Manager’s Requirements Once Contract Issued:</p> <ul style="list-style-type: none"> -regular safety meetings -completion of initial checklist -written hazard assessments -read and understand Division’s OHS guidelines (receive copy of Division OHS manual) -to monitor and ensure compliance of Division OHS standards -all contractors and contractor personnel must confirm, in writing, to the Division that the personnel accessing Division facilities during operational hours have provided an acceptable federal police security clearance. -contractors must provide digitized pictures of employees who have police security clearances, as per above, to their Division Project Manager/Administrator. Only personnel with Division identification will be allowed access to Division facilities. -all contractors and contractor personnel must identify 	<p>Requirements Prior to Receiving Contract:</p> <ul style="list-style-type: none"> -WCB coverage -min. \$2,000,000 in liability insurance -proof of company (registered in AB) -GST # -Business License -COR or Acceptable Health & Safety Program (an independent verification of the company’s health & safety program which provides a report/letter from an independent consultant satisfactory to the Division) <p>Requirements Once Contract Issued:</p> <ul style="list-style-type: none"> -regular safety meetings -written hazard assessments -completion of checklist (initial and ongoing) -read and understand Division’s OHS guidelines (receive copy of Division OHS Manual) -be aware of, or have, Emergency Response Plan for site -to monitor and ensure compliance of Division OHS standards. -all contractors and contractor personnel must confirm, in writing, to the Division that the personnel accessing Division facilities during operational hours have provided an acceptable federal police security clearance. -contractors must provide digitized pictures of employees who have police security clearances, as per above, to their Division Project Manager/Administrator. Only personnel with Division identification will be allowed access to Division facilities. 	<p>Requirements:</p> <ul style="list-style-type: none"> -completion of Activity Assessment of Program Support Contractors/Service Providers (see Appendix) prior to booking contractor. –once activity determined, complete Hazard Assessment of activity to determine potential hazards and list controls to eliminate or minimize hazard. (If school cannot minimize or eliminate hazards, do not undertake activity) <p>Requirements Once Contract Issued:</p> <ul style="list-style-type: none"> -review of Division OHS orientation and Emergency Response Plan with contractor/service provider. 	<p>Requirements:</p> <ul style="list-style-type: none"> -completion of Activity Assessment of Program Support Contractors/Service Providers (see Appendix) prior to booking contractor. -once activity is determined, complete Hazard Assessment of activity to determine potential hazards and list controls implemented to eliminate or minimize hazard. (If school cannot minimize or eliminate hazards, do not undertake activity) -review site’s Emergency Response Plan with contractor/service provider

themselves with their Division issued identification to the front office of Division facilities during operational hours.	-all contractors and contractor personnel must identify themselves with their Division issued identification to the front office of Division facilities during operational hours.		
Possible Requirements: N/A	Possible Requirements: May be required to assume Prime Contractor status	Possible Requirements: -COR -Master Agreement -min. \$2,000,000 in liability insurance	Possible Requirements: -COR

Division approved, authorized/sanctioned personnel are the only individuals that shall participate in or complete Construction and Maintenance projects (e.g. building new schools, removing, building and/or installing of shelves, walls, etc., completing repairs, etc).

Training Requirements

All third party contractors shall be required to receive a Division OHS orientation. Major projects contractors shall be provided with the Division’s OH&S manual and sign off on an orientation, by the Division Construction, Operations and Maintenance Project Managers.

The principal, or OHS designate, shall ensure that all Program Support Contractors/Service Providers (Higher Risk and/or Longer Term) are provided with, and sign off they have received, the standardized Division OHS orientation and the school site’s emergency response plan. The Program Support Contractors/Service Providers (Lower Risk and/or Shorter Term) shall be provided with the school site’s emergency response plan.

Facility Service Contractors shall be provided with the Division OHS Orientation:

- Upon the initiation of a contract or new project and reviewed annually.

Program Support Contractors/Service Providers shall be provided with the Division OHS Orientation and/or Emergency Response Plan:

- Upon the initiation of a service or contract provided.

Implementation Process

Getting Started

Principal and non-school based department heads shall:

- Complete the Activity Assessment of Program Support Contractors/Service Providers, sign off to be stored in DocuShare.
- Complete and utilize a Hazard Assessment Form (see Hazard Assessment & Control section of the manual for form) to determine whether the School Based Contractor/Service Provided and/or activity should be brought into the school site. Completed Hazard Assessment form shall be saved in DocuShare.
- Review the Division's OHS Orientation and/or the school's Emergency Response Plan with Program Support Contractors/Service Providers.

Principal and non-school based department heads shall NOT:

- initiate any construction and maintenance projects without approval of the Superintendent, or Director of Business and Operations. (Only the Facilities and Maintenance Department shall administer construction and maintenance projects at Division sites).
- Allow any program support project to proceed without completion of appropriate forms:
 1. Activity Assessment of Program Support Contractors/Service Providers
 2. Hazard Assessment

Ongoing Activities

Principal and non-school based department heads shall monitor contractors for compliance for duration of project/activity.

Appendix

Activity Assessment of Program Support Contractors/Service Providers

Type of Activity: _____ Date: _____

Name: _____ Position: _____

Complete the Answers to the Questions Below:

1. Is the activity on the Division Excluded or Limited Activity List?

- If activity is on the Division's Excluded Activity List (check Risk Management Manual), the school shall not allow the activity to occur.

Answer:

2. Know the contractor/service provider that will be completing the activity. Is the contractor/service provider a corporation, proprietorship, etc.?

- Knowing what kind of legal entity you are working with is crucial because it can affect the structure of the obligations.

Answer:

3. Is the contractor/service provider asking that a contract be signed by the school?

- Division sites shall not sign contracts provided by contractors/service providers that relieve the contractor/service provider of all liability. (If in doubt, refer to the Director of Business and Operations for advice)

Answer:

4. Will the activity occur on school site or off school site?

- If activity occurs off school site, the Division's Field Trip Guidelines are in effect and are to be followed.

Answer:

5. If the activity is onsite, is the activity inside or outside of the school facility?

- Is location suitable to activity?

Answer:

6. Ensure you have a full understanding of all the requirements (set up, take down and clean up) necessary to complete the project. Equipment, sets, props, etc. can alter the risk level associated with the activity.

Answer:

7. Is there a master agreement already in place for the contractor/service provider?

- If the contractor/service provider already has a master agreement in place with the Division, most risk and liability issues have been outlined and discussed with the Division. Contact the Director of Business and Operations if you are unsure if a master agreement with the Division is in place.

Answer:

8. What is the frequency of the activity at the school (e.g. 1 day, once a week for 3 months, etc.)?

Answer:

9. Does the equipment required for the activity alter the Emergency Response Procedures of the school (e.g. does the truck holding and providing the equipment for a performance block the fire exit)?

Answer:

Complete the checklist below to determine the ability and requirements regarding a school based contractor/service provider for the activity you are interested in having at your school:

Does activity require or involve pyrotechnics?	YES	NO	If answer is yes, activity is on Division's Excluded Activities List and cannot be completed.
Does the activity involve animals or exotic animals (e.g. tigers)?	YES	NO	If answer is yes, consider no exotic animals are permitted at school sites. If uncertain about the whether the type of animal is allowed at Division sites, contact the Director of Business and Operations for advice and direction.

Will program support contractor be under constant visual supervision	YES NO	If answer is no, program support contractor must provide an acceptable police security clearance. Copy of clearance must be kept on file.
Does the activity require scaffolding?	YES NO	If answer is yes, consider that each school can be provided with a maximum of 1 scaffolding section – approx. 5 feet in height.
Does the activity require lifts?	YES NO	If yes, maintenance must be contacted and school is responsible for associated cost.
Does the activity require extra power?	YES NO	If yes, maintenance must be contacted and school is responsible for associated cost.
Does the activity require extra stages and/or risers?	YES NO	If yes, maintenance must be contacted and school is responsible for associated cost.
Does the activity require padding?	YES NO	If yes, maintenance must be contacted and school is responsible for associated cost.
Does the activity have Health or Infection Hazards?	YES NO	If yes, ensure all controls are in place. If unsure, contact the Director of Business and Operations for advice and direction.
Is Personal Protective Equipment (PPE) required for participants in or around the activity?	YES NO	If yes, ensure PPE is adequate for the task at hand and provided to all participants, as required.
Is a safety orientation from the contractor/service provider required for the participants?	YES NO	If yes, ensure the provider completes a safety orientation with all participants.
Is a safety orientation from the contractor/service provider required for the participants?	YES NO	If yes, ensure the provider completes a safety orientation with all participants.
Does the activity involve a portable climbing wall?	YES NO	If yes, ensure that the equipment is set up to manufacturer’s guidelines.

Does the activity require chemicals and/or solvents?	YES NO	If yes, ensure use as per the Safety in the Science Classrooms if unsure of the appropriateness of chemical and/or solvent contact the Director of Business and Operations.
Does the activity require a BBQ, grill, an open flame/propane or gasoline?	YES NO	If yes, activities that require an open flame, propane, gasoline and/or BBQ must be completed <u>outdoors</u> . At NO time are these items to be used inside school sites.
Does the activity involve building or the set up of equipment prior to activity?	YES NO	If yes, ensure Division standards are met and, when required, contact maintenance. Consider the additional cost associated with the activity.
Does the activity require sand, gravel or other loose material?	YES NO	If yes, consider the clean up required following the activity.
Does the activity require rental equipment (e.g. generator)?	YES NO	If yes, ensure the manufacturers guidelines are followed regarding the use of any rented equipment.

Signature: _____

Date: _____

COMPLETED ACTIVITY ASSESSMENT OF PROGRAM SUPPORT CONTRACTORS/SERVICE PROVIDERS SHOULD BE STORED IN DOCUSHARE.

If going forward with activity do not forget to complete Task Hazard Analysis Form

Once proceeding with an activity ensure a safety orientation of the activity is provided to all participants.

Request to Approve Third Party Contractor Form

This form is used for a school or department to recommend a third party contractor to provide program support or services to Division schools. Examples may include presenters, entertainers, fine arts practitioners, active living program offerings.

Submitter name:

Submitter contact: **email**
 phone

School or department name:

Name of third party contractor (TPC):

Address of TPC:

TPC contact name:

TPC contact detail: **email**
 website
 phone

Curriculum Assessment:

Target grade(s):

Curriculum subject area(s):

Describe the program or service to be provided.

How is the program or service delivered?

How does this program or service link to the Alberta Program of Studies?

Risk Assessment:

Describe the nature of the activity/event and list possible risks to participants and how those risks are managed.

Once completed add to DocuShare.

Contractor Health and Safety Information Sheet

Health and safety on our premises is of the utmost concern. We consider Occupational Health & Safety legislation to be the minimum requirement.

Responsibilities:

The contractor must ensure that their supervisors and workers have received the appropriate training in health and safety to ensure that they are competent to perform all required work in a safe manner.

The contractor should have a hazard assessment of the activity completed prior to commencement of the work to determine potential hazards and list controls implemented to eliminate or minimize hazards.

The contractor must immediately report ALL observed hazards, accidents, incidents, and near-misses to a school Division representative.

Rights:

Workers have the right to know about hazards/conditions which could cause immediate serious injury to any person. They have the right to see a hazard assessment/and or complete one themselves if necessary.

Workers have the right to refuse unsafe work if the worker believes that it will cause an imminent danger to the health or safety of themselves or another worker.

Emergency Response:

Each work site has its own emergency response plan. Be sure to go over this with a school Division representative and become familiar with it prior to commencement of work.

Rules:

While on site the following rules apply:

- Sign in/out at main office
- Wear a visible visitor ID tag at all times.
- Walk, do not run
- No smoking on school Division property
- Health and safety is everyone's responsibility



ACKNOWLEDGEMENT SHEET

Topics to be reviewed with contractor	Comments	Initials to Confirm
Division Health & Safety Program		
Evacuation Routes		
Muster Points		
Lockdown Rooms		
Fire Wardens (if applicable)		
Location of First Aid Kits		
Location of Fire Extinguishers		
Location of Washrooms		
Site-specific Hazards		
Security codes & exit buttons (if applicable)		
Task Hazard Analysis (if applicable)		

Please inform your school Division representative/ host of special conditions and assistance that may be required in an emergency.

I have read and received a copy of the "Contractor Health and Safety Information Sheet" and agree;

(Name of Contractor)

(Project/Site Name)

To comply with the requirements of this document and all requirements of the Occupational Health & Safety Act as well as the regulations for HFCRD Contractor projects. I will also take all necessary precautions to ensure the health and safety of those around me (students, employees, suppliers and sub-contractors) while on the project and ensure that they are provided with and are aware of the preceding requirements.

Name (Please Print) (Signature)

Signed in the Town of _____ on _____ 20____
(Date)



Witness Name (Please Print) (Signature) (Date)

This document should be filed in Docushare.

Task Hazard Analysis

To be completed by principals, non-school based department heads or their designate, with relevant employees, visitor(s), or contractor(s).

Assessment Team Member(s): _____ Date: _____

Task	Title	
 HAZARDS	Specifics	Possible Consequences
Physical	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Chemical		
Biological		
 CONTROLS	Do	
	Don't	

Employee Signature: _____

Principal/Supervisor Signature: _____

This document should be filed in Docushare.